

Montana Department of Public Health & Human Services	Policy
	MT CACFP 1998-3 Rev 4
	Section: All Institutions
Child and Adult Care Food Program	Subject: Training & Training Records
	Date Revised: 9/1/2011

### TRAINING AND TRAINING RECORDS FOR ALL INSTITUTIONS

Federal Regulation 226 requires all institutions participating in the CACFP to train all of their staff and their facilities personnel about the CACFP and its program duties and responsibilities prior to beginning CACFP operations and to provide annual training sessions. These trainings must include topics of CACFP program operations and civil rights compliance.

Training sessions are intended to ensure that CACFP institutions and facilities' staff are able to stay in compliance with their program obligations, be informed of regulatory changes, and fulfill all required CACFP responsibilities.

Training plans must be updated annually as part of the CACFP contract.

The following documentation is required to be kept on file:

1. A copy of the agenda for each and all CACFP trainings must include the following:  
Date(s) of the training;  
Location(s) of the training including address and city.  
Name(s) and job title of the person(s) presenting the training.  
Starting and ending time of the training and for each topic presented.
2. An attendance list of all persons present and in attendance at the training, including their full written name and their full signature.
3. Documentation of the subject matter discussed in each training session, such as a brief description, learning objectives, notes or other materials used.
4. Copyright permissions, references and sources of content for the training, as necessary.
5. A copy of all handouts distributed.

Topics such as First Aid, CPR, recycling, immunization, arts & crafts, gifts, toy building projects, awards ceremony, fund raising, politics, and lobbying are not appropriate and are not allowable for CACFP-required training.

All institutions must keep training records on file for the current federal fiscal year plus the three full federal fiscal years prior to it.

Institutions must provide this minimum training required by the CACFP at no cost to the institution's staff and facilities personnel.

## ADDITIONAL TRAINING REQUIREMENTS FOR SPONSORING ORGANIZATIONS OF DAY CARE HOMES

Sponsoring organizations of day care homes must adhere to all of the training requirements for institutions described above in this policy.

In addition, sponsoring organizations of day care homes are required to train all day care home (DCH) providers in CACFP duties and responsibilities prior to beginning CACFP operations and to provide annual training sessions.

Sponsoring organizations are required to provide a minimum of four (4) hours of CACFP training annually to their DCH providers that are approved through Early Childhood Project (ECP). DCH providers are required to attend four (4) hours of CACFP training annually provided by their sponsoring organization.

1. Two (2) hours of this training must be program management for CACFP operations, including CACFP contract and civil rights compliance topics. This two hours of program management training for the CACFP must be provided in a face-to-face format; distance learning, correspondence, or on-line formats may not be used for these two hours. Sponsoring organizations with providers outside a 100 mile radius from their office must provide training in a location that reduces travel distance to less than 100 miles. Providers unable to attend a training due to extraordinary circumstances [e.g., medical emergency or extreme weather conditions] must arrange with the sponsoring organization to receive the information, materials and content provided in that training. Make-up training may not be included as part of a monitoring visit.
2. The remaining two (2) hours of CACFP training must be nutrition training. This nutrition training must include nutrition topics specifically appropriate to the CACFP such as nutrition education, menu planning, cooking skills, food service management, food safety and sanitation.

[REF: 7 CFR 226; 7 CFR 226.16(d)]